Office 365 ProPlus

Install / Uninstall Manual (For Windows)

Ver. 1.0

Information System Administrative Office

1st August, 2018

Office 365 ProPlus Installation Manual (Windows)

What is Office 365 ProPlus?

Office 365 ProPlus is the full version of Office that distributes Office applications and authenticates licenses through the Office 365 website. Office applications can be distributed to PCs owned by the students as well as faculty and staff.

• You can install Office 365 ProPlus on up to five PCs (Macs), up to five tables, as well as up to five Smartphones per account.

• You cannot install it on a PC, tablet, or Smartphone owned by another person since it is a violation against the license agreement.

• Since your license is authenticated every 30 days, you will need Internet connection regularly.

Audience

• Students, faculty, and staff of APU.

Term of Validity

• While qualified for using the service.

• You will lose your qualification for using the service when you are no longer a student, faculty, or staff due to graduation, retirement, or resignation.

Notes

• APU shall not be responsible for any troubles caused by distribution of Office products to your PC.

• Use them at your own risk.

Other

• You need to log on as a user with the administrator privilege in order to install Office 365.

• Since Office 365 is a cloud service, the screens may be changed by Microsoft.

• This manual was created in June 2018.

1. Check the contents of the software license terms.

 Launch Internet Explorer and access the Office 365 website (<u>https://portal.office.com/</u>). Then click "here" within the red frame in the window below, and check the contents of the software license terms.



2. Sign in to Office 365.

(1) Enter your own password, and then click [Sign-in].

🔆 🐵 👼 httpp://adfunitsumei.ac.jp/adfu/is/lic=1033&client-request-id=c676c 🔎 + 🔒 C 🍯 Sign In	*	- 🗆 ଜନ୍ମ	× © ©
			^
	Sign in with your organizational account		
	xxx@apu.ac.jp	_	
	Sign in		

3. Download and install Office 365 ProPlus.

(1) Click the gear icon (Settings) at the upper right corner of the screen.



*If you click "Install Office 2016" within the yellow frame, you can skip to step5.

III Office 365			۵	?
		Install Office 2016 Other installs	Settings	×
Good afternoon			Search all settings	٩
Search email attachments	٩		Default theme	~
			Start page Set your start page	~
Use the online apps			Notifications On	~
oz 📖 🐣			Password Change your password.	
Mai Calendar People	Tasks		Your app settings Office 365	
			Mail Calendar	
			People	^
		Feedback		

(2) Select "Office 365."

(3) Select "Software."



(4) Click [Install].

III Office 365		🔺 🌣 ? 🔍
e		^
Software		
Office	Office	resources
Tools & add-ins Phone & tablet	Manage installs	now do I locate my computer name?
	Want to deactivate Office on one computer and install it on another? Go to My account > Install status.	
	Install Office 365 ProPlus with the new 2016 apps (Recommended)	
	This will install the following apps on your computer: Word, Excel, PowerRoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business	
	🗐 🕅 😰 🚯 🕼 😰 🐼 🗠	
	Word Excel PowerPoint OneNote Access Publisher Outlook Skype for OneDrive Business for Business	
	Lanvane Vanion	
	English (United States) V 32-bit (Recommended) Advanced	
	Don't see the language you want? Install one of the languages in the list above and then install a language accessory pack.	
	Additional languages and language accessory packs don't count against your initial smit.	
	Troubleshoot installation	
	Install	
	Install Office 365 ProPlus with the 2013 apps Why would I install Office 2013?	
		C feedback 🗸

(5) When you are asked to choose from [Run] and [Save], click [Run].

Do you want to run or save Setup.X86.en-us_0365ProPlusRetail_0201b234-50f2-4a03-9391-65770d3ae47f_TX_PRexe (3.35 M	B) from c2r	setup.office	apps.	live.com? ×
	Bun	Save	•	⊆ancel

(6) When the User Account Control dialog box appears, click [Yes].
 * This dialog box may not appear depending on the settings and/or environment of your PC.

Program name:	
Verified publisher: File origin:	Microsoft Office Microsoft Corporation Downloaded from the Internet
tails	Yes No
	File origin: tails

(7) Installation of Office starts.

Follow the instructions shown and wait until installation completes.



(8) When the installation completion screen is displayed, click [Close].

Office	
You're all set! Office is installed now Click Start to view your apps.	

4. License Activation for Office 365 ProPlus

(1) Launch an Office product, and click "Accept" when the user license agreement comes up.

NOTE: In the example WORD is being launched.



(2) With WORD launched, click [Sign in] on the upper right.

Document1 - Wo	d	Sign in 🖬 — 🗆 🗙
elp 🛛 Search		🗹 Share 🖵
≝ ☆• ⊉ ¶ ‡• <u>⊉</u> •⊞•	AaBbCcE AaBbCcE AaBbC AaBbCc AaBbC AaBbCc Tille	AaBbCcI Subtitle = B Select =
aph G	Styles	rs Editing

(3) The "Sign in" dialog box will come up. Enter "your email address", and then click [Next].

	×
Microsoft	
Sign in	
хох@ари.ас.jp	
No account? Create one!	
Next	
	.
©2018 Microsoft Privacy statement	

(4) The "Enter password" dialog box will come up. Enter your "password", and then click [Sign in].



(5) Once successfully signed in, "Sign in" on the display will be changed to "your user name".

	Document1 - Wor	d				User Name			×
elp	🛇 Search				h		- Illina	🖻 Share	P
== 1	☆• \$↓ ¶ ■• ゐ•⊞•	AaBbCcE AaBbCcE II Normal II No Spac	AaBbC Heading 1	AaBbCc Heading 2	Aat _{Title}	AaBbCcI Subtitle	P Find → abc Replace		
aph	5		st	yles			G Editing		^

This completes installation of Office 365 ProPlus. You can now use Office software.

5. Check for the number of PCs with Office installed.

(1) Access the Office 365 web site and click the profile icon at the upper right of the screen.



(2) In the dialog box displayed, click [View account].

8	Displayname(username) xxx@apu.ac.jp
My profile	
My account	
Sign out	

(3) On the [My account] screen, click [Manage installs].

	Office 365 My accou	nt	
	<		
ଜ	My account		Subscriptions
8	Personal info	Detected installs: 1 You can install Office on up to 5 PCs or Macs. 5 tablets. and 5 smarthones.	Verify what products and licenses you have.
	Subscriptions		
٩	Security & privacy	Manage installs	View subscriptions
A	App permissions		
₹	Install status	Security & privacy	App permissions
۲	Settings	Protect your account and adjust important privacy settings to your preference.	Apps with access to your data: 26 Manage which apps have access to your data. You can revoke permission whenever you want.
		Manage security & privacy	Change app permissions

(4) You can check how many PCs Office is currently installed on and their names.



The following shows how to uninstall Office 365 ProPlus. Do not perform unless uninstalling Office 365 ProPlus.

6. Deactivating and Uninstalling Office 365 ProPlus

For the purposes of Office 365 device management, even when an uninstall is performed on a PC, it is still considered a device with Office installed. Unless a deactivation is performed, that license cannot be used for another device, so when uninstalling be sure to perform the procedures in "6-1. **Deactivating Office 365 ProPlus**".

■ To uninstall an Office product from a PC, log on to that PC as a user with administrator privileges.

6-1. Deactivating Office 365 ProPlus

When a deactivation occurs, that license is made available to your total number of installable devices.

(1) Sign in to the Office 365 website, and click on the profile icon at the top right of the screen.



(2) On the screen that comes up, click [My account].

8	Displayname(username) xxx@apu.ac.jp
My profile	
My account	
Sign out	_

(3) In the "Install status" area on the "My account" screen, click on [Manage installs].



(4) Find the device that had Office uninstalled, and click [Deactivate].

	Office 365 My a	count
ක ද	My account Personal info	Install status Manage your PC and Mac installs here. Install desktop applications
	Subscriptions	Office Detected installs: 1
C,	Security & privacy	Computer name Microsoft Windows 10 Enterprise 2016 LT
ß	App permissions	Deactivate
$\underline{\downarrow}$	Install status	
ŝ	Settings	

(5) Click [Yes].



(6) Confirm that the number in "Detected installs" has been reduced by the number of devices you have deactivated.



Office 365 ProPlus Installation Manual (Windows) Information Systems Administrative Office August 1 2018 Version 1.0

6-2. Uninstalling Office Software

(1) Open the [Control Panel].



(2) Click on [Uninstall a program].



(3) On the program uninstall screen, click [Uninstall] with "Microsoft Office 365 ProPlus" selected.

Program	is and Features						-		\times
← → ×	・ 个 🖸 > Control P	Panel > Programs > Programs and Features			~	Search Progra	ms and I	Features	,P
Control	Panel Home	Uninstall or change a program							
View inst	talled updates	To uninstall a program, select it from the list and then	click Uninstall, Change, or Repair.						
😌 Turn Wir	ndows features on or								
off		Organize 🕶 Uninstall Change					10		6
Install a pretwork	program from the	Name	Publisher	Installed On	Size	Version			
		🛃 Java 8 Update 151 (64-6it)	Oracle Corporation	12/15/2017	228 MB	8.0.1510.12			
		🛃 Java SE Development Kit 8 Update 151 (64-bit)	Oracle Corporation	12/15/2017	570 MB	8.0.1510.12			
	A MATE AD DOM: T	11.11.11.1.1.	E3/00/2007	140.00	0.5	÷			
		Microsoft Office 365 ProPlus - en-us	Microsoft Corporation	6/13/2018		16.0.9930.2087			
		THE PROPERTY OF THE PROPERTY O	meresere corporation	10 10 2017	iw me	1135113151113	T		
		Microsoft Silverlight	Microsoft Corporation	12/15/2017	101 MB	5.1.50907.0			
		Microsoft SQL Server 2005 Compact Edition (ENU)	Microsoft Corporation	12/15/2017	3.85 MB	3.1.0000			
		Microsoft Visual C + + 2005 Redistributable	Microsoft Corporation	1/11/2018	580 KB	8.0.61001			
		Microsoft Visual C++ 2008 Redistributable - x64 9.0.3	Microsoft Corporation	12/18/2017	13.4 MB	9.0.30729			
		Microsoft Visual C++ 2008 Redistributable - x64 9.0.3	Microsoft Corporation	1/11/2018	10.8 MB	9.0.30729.6161			
		Microsoft Visual C++ 2008 Redistributable - x86 9.0.3	Microsoft Corporation	1/15/2018	9.45 MB	9.0.30729			
		Microsoft Visual C++ 2010 x64 Redistributable - 10.0	Microsoft Corporation	12/15/2017	27.7 MB	10.0.40219			
		Microsoft Visual C++ 2010 x86 Redistributable - 10.0	Microsoft Corporation	12/15/2017	22.2 MB	10.0.40219			
		Microsoft Visual C++ 2012 Redistributable (x86) - 11.0	Microsoft Corporation	12/18/2017	17.3 MB	11.0.61030.0			
		Microsoft Visual C++ 2015 Redistributable (x86) - 14.0	Microsoft Corporation	12/18/2017	19.5 MB	14.0.24215.1			
		Microsoft Visual Studio 2010 Tools for Office Runtime	Microsoft Corporation	1/12/2018	10.6 MB	10.0.50909			
		Mozilla Firefox \$2.5.2 ESR (x86 en-US)	Mozilla	1/12/2018	90.6 MB	52.5.2			
		Microsoft Corporation Product version:	16.0.9330.2087						

(4) "Ready to uninstall?" should come up. Click [Uninstall].

Programs and Features							- 0	\times
← → × ↑ 🙆 > Control P	anel > Programs > P	rograms and Features			Ý	ð Search	Programs and Features	,p
Control Panel Home	Uninstall or o	change a program						
View installed updates	To uninstall a pro	ogram, select it from the list and then	click Uninstall, Change, or Repair.					
Tum Windows features on or off Install a program from the network Install a program from the install a pr	III •	0						
Install a program from the network	Name Name Name 8 Update 1 Name 8 Update 1 Name 8 Update 1 Marcould Chick Microsoft Oraci Microsoft Oraci Microsoft Visua Microsoft Visual Microsoft Visual Microsof	Conce Ready to uninstall? We'll remove the programs computer. ** 2010 x86 Redstributable - 10.0 ** 2012 Redstributable (x89) - 11.0 ** 2012 Redstributable (x89) - 14.0 budio 2010 Fools for Office Runtime S.2 ESR (x86 en-US) coft Corporation Product version: 1	and files you requested from Uninstall Microsoft Corporation Microsoft Corporation	Qlose 12/15/2017 12/15/2017 12/19/2017 17/12/2018	Size 220 MB 570 MB 548 GB 101 MB 3.65 MB 3.65 MB 9.45 MB 9.45 MB 9.45 MB 17.3 MB 17.3 MB 19.3 MB 19.5 MB 90.6 MB	Version 8.0.1510.12 8.0.1510.12 9.3 16.0.9310.2087 17.3.7131.1115 5.1.500070 8.0.61001 9.0.30729 9.0.30729 10.0.40219 10.0.5000 52.5.2		~

(5) An "Uninstalling" message box should come up.

Programs and Features							- 🗆	\times
← → × ↑ 🖬 > Control P	'anel > Programs > Pi	rograms and Features			~	් Search Program	ms and Features	Q
Control Panel Home	Uninstall or c	hange a program						
view installed updates	To uninstall a pro	gram, select it from the list and then (click Uninstall, Change, or Repa	iir.				
off	Organize 🔻 Ur	C Office		_				?
Install a program from the network	Name	Unice			Size	Version		^
	Java 8 Update 1 Java 8 Update 1 Java SE Develop MATLAB R2017 Microsoft Offic Microsoft Onel Microsoft Salver Microsoft Visual Microsoft Visual C	Uninstalling We're removing Office from Step 3 of 4 ** 2008 Redistributable - x64 9.0.3 * 2008 Redistributable - x64 9.0.3 * 2008 Redistributable - x64 9.0.3 * 2008 Redistributable - 10.0 * 2010 x64 Redistributable - 10.0 * 2012 Redistributable (x66) - 11.0 * 2012 Redistributable (x66) - 11.0 * 2013 Redistributable (x66) - 11.0 * 2015 Redistributable (x66) - 11.0 * 2015 Redistributable (x66) - 11.0	Microsoft Corporation Microsoft Corporation	12/18/2017 1/11/2018 1/15/2018 12/15/2017 12/15/2017 12/18/2017 12/18/2017 1/12/2018 1/12/2018	228 MB 570 M8 548 GB 100 M8 101 MB 3.85 MB 580 K8 13.4 M8 10.8 MB 9.45 MB 27.7 MB 22.2 MB 17.3 MB 19.5 MB 10.6 MB 90.6 MB	8.0.1510.12 8.0.1510.12 9.3 16.0.9330.2087 17.3.7131.1115 5.1.5097.0 3.1.0000 8.0.61001 9.0.30729 9.0.30729 10.0.40219 10.0.40219 10.0.40219 11.0.61030.0 14.0.24215.1 10.0.50903 52.5.2		v

(6) When "Done uninstalling!" comes up, click [Close] to close the message box. After that, restart your computer.

Programs and Features				- 0	\times
← → × ↑ 🖬 > Control	Panel > Programs > Programs and Features	Ŷ	Search Program	and Features	p,
 	Panel > Programs > Programs and Features Uninstall or change a program To uninstall or change a program To uninstall a program, select it from the list and then click Uninstall, Change, or Repair. Organize U Nume Office Office Office Microsoft Office Microsoft Office Microsoft Office Microsoft Office Microsoft Office Microsoft Visual C++ 2010 x06 Redistributable - 100 Microsoft Corporation Microsoft Visual C++ 2010 x06 Redistributable - 100 Microsoft Corporation Microsoft Visual C++ 2010 x06 Redistributable - 100 Microsoft Corporation Microsoft Visual C++ 2010 x06 Redistributable - 100 Microsoft Corporation Microsoft Visual C++ 2010 x06 Redistributable - 100 Microsoft Corporation Microsoft Visual C++ 2010 x06 Redistributable (x00 + 11) Microsoft Corporation Microsoft Visual C++ 2010 x06 Redistributable (x00 + 11) Microsoft Corporation Microsoft Visual C++ 2010 x06 Redistributable (x00 + 11) Microsoft Corporation Microsoft Visual C++ 2010 x06 Redistributable (x00 + 11) Microsoft Corporation Microsoft Visual C++ 2010 x06 Redistributable (x00 + 11) Microsoft Corporation Microsoft Visual C++ 2010 x06 Redistributable (x00 + 11) Microsoft Corporation Microsoft Visual C++ 2010 x06 Redistributable (x00 + 11) Microsoft Visual C++ 2010 x06 Redistributable (x00 + 11) Microsoft Visual C++ 2010 x06 Microsoft	228 MB 570 MB 548 68 100 MB 3.05 MB 3.05 MB 3.05 MB 9.45 MB 9.45 MB 9.45 MB 9.45 MB 9.7.7 MB	O Search Programs Version 8.0.1510.12 8.0.1510.12 8.0.1510.12 9.3 9.0.802087 17.3,7131.1115 5.1.500.00 8.0.1510.01 9.0.10729 9.0.10729 9.0.10729 9.0.10729 9.0.10729 9.0.10729 10.0.40219 10.0.40219 11.0.61030.0	i and Features	<i>م</i>
	Microsoft Visual Studio 2010 Taolis for Office Runnine Microsoft Corporation 1/12/2018 Microsoft Visual Studio 2010 Taolis for Office Runnine Microsoft Corporation 1/12/2018 Microsoft Corporation Daduct useries 16 0330 2087	10.6 MB 90.6 MB	10.0.50903 52.5.2		v

(7) After your computer restarts, go to the [Uninstall a program] screen you opened for steps (1) and (2), and confirm that Office 365 ProPlus has been uninstalled.

-> - ↑ 🔯 > Control I	Panel > Programs > Programs and Features				Search Progr	ams and Features	
Control Panel Home	Uninstall or change a program						
view installed updates	To uninstall a program, select it from the list and then	click Uninstall, Change, or Repai	ie.				
furn Windows features on or		erer errerer errerige er rege					
et al a second a s	Organize -					111 ×	
nstall a program from the	Name	Publisher	Installed On	Size	Version		
	Mintel Management Engine Components	Intel Corporation	1/12/2018	9.55 MB	11.7.0.1052		1
	Alava 8 Update 151 (64-bit)	Oracle Corporation	12/15/2017	228 MB	8.0.1510.12		
	Java SE Development Kit 8 Update 151 (64-bit)	Oracle Corporation	12/15/2017	570 MB	8.0.1510.12		
	- MATLAB R20176	MathWorks	12/16/2017	5.48 68	9.3		
	Contract ConeDrive	Microsoft Corporation	12/14/2017	100 MB	17.3.7131.1115		
	Microsoft Silverlight	Microsoft Corporation	12/15/2017	101 MB	5.1.50907.0		
	C Microsoft SQL Server 2005 Compact Edition [ENU]	Microsoft Corporation	12/15/2017	3.85 MB	3.1.0000		
	Microsoft Visual C + + 2005 Redistributable	Microsoft Corporation	1/11/2018	580 KB	8.0.61001		
	Microsoft Visual C + + 2008 Redistributable - x64 9.0.3	Microsoft Corporation	12/18/2017	13.4 MB	9.0.30729		
	Microsoft Visual C + + 2008 Redistributable - x64 9.0.3	Microsoft Corporation	1/11/2018	10.8 MB	9.0.30729.6161		
	Microsoft Visual C++ 2000 Redistributable - x86 9.0.3	Microsoft Corporation	1/15/2010	9.45 MB	9.0.30729		
	Microsoft Visual C++ 2010 x64 Redistributable - 10.0	Microsoft Corporation	12/15/2017	27.7 MB	10.0.40219		
	Microsoft Visual C++ 2010 x86 Redistributable - 10.0	Microsoft Corporation	12/15/2017	22.2 MB	10.0.40219		
	Microsoft Visual C + + 2012 Redistributable (x86) - 11.0	Microsoft Corporation	12/18/2017	17.3 MB	11.0.61030.0		
	Microsoft Visual C++ 2015 Redistributable (x86) - 14.0	Microsoft Corporation	12/18/2017	19.5 MB	14.0.24215.1		
	BMicrosoft Visual Studio 2010 Tools for Office Runtime	Microsoft Corporation	1/12/2018	10.6 MB	10.0.50903		
	Advantage Condex: 52 5 2 570 (100 per 110)	Monilla	1/12/2018	90.6 MB	52.5.2		

This completes uninstallation of Office 365 ProPlus.